R E P O R T R E S U M E S

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REVISED OUTLINE FOR THE PREPARATORY COURSE IN OCCUPATIONAL HOME ECONOMICS IN THE FIELD OF CLOTHING, TEXTILES, AND HOME FURNISHINGS SERVICES.

ALABAMA STATE DEPT. OF EDUC., MONTGOMERY

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DEVELOPED BY TEACHERS AND SUPERVISORS, THIS EXPERIMENTAL OUTLINE IS FOR TEACHER USE IN PLANNING A PREPARATORY VOCATIONAL HOME ECONOMICS COURSE FOR TRAINING SECONDARY OR ADULT STUDENTS AS WORKERS FOR CLOTHING, TEXTILE, AND HOME FURNISHINGS OCCUPATIONS. BASIC HOME ECONOMICS COURSES ARE RECOMMENDED AS PREREQUISITES. A PRIMARY OBJECTIVE OF THE COURSE IS TO ACQUAINT PUPILS WITH THE ROLE, STRUCTURE AND SCOPE OF THE FIELD AND TO HELP THEM ACQUIRE SKILLS AND PERSONAL QUALITIES REQUIRED IN OCCUPATIONS IN THE AREA. OUTLINED CONCEPTS ARE (1) THE FIELD OF CLOTHING, TEXTILES, AND HOME FURNISHINGS SERVICES WHICH COVERS INFLUENCES OF CLOTHING AND HOUSING ON PEOPLE, CONTRIBUTIONS OF THE AREA TO THE WELL-BEING OF PEOPLE, AND THE STRUCTURE, NATURE AND SCOPE OF INDUSTRIES AND RELATED OCCUPATIONS, (2) KNOWLEDGE AND SKILLS INVOLVED IN OCCUPATIONS IN THE FIELDS OF CLOTHING, TEXTILES, AND HOME FURNISHINGS SERVICES WHICH INCLUDES ART, TEXTILES, EQUIPMENT, AND CONSTRUCTION PROCESSES, AND (3) THE WAGE EARNER IN THE WORLD OF WORK WHICH COVERS PERSONAL QUALITIES, INTERPERSONAL RELATIONS, RESOURCE MANAGEMENT, PROFESSIONAL ORGANIZATION AND ETHICS, PERSONNEL MANAGEMENT, AND EMPLOYMENT POLICIES. SUGGESTED REFERENCES, AND FILMSTRIPS ARE INCLUDED. (FP)

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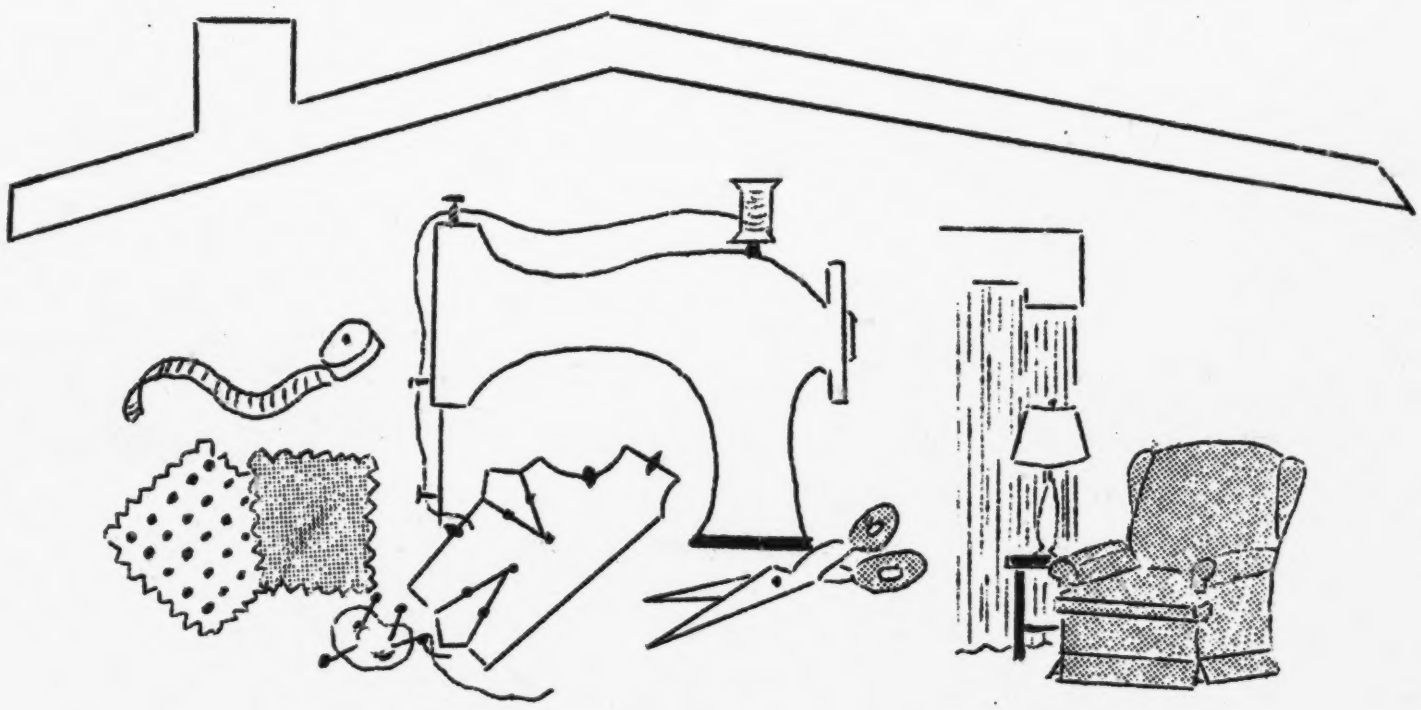

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HOME ECONOMICS SERVICE
VOCATIONAL DIVISION
STATE DEPARTMENT OF EDUCATION
MONTGOMERY, ALABAMA

REVISED

OUTLINE FOR

THE PREPARATORY COURSE

IN

OCCUPATIONAL HOME ECONOMICS

IN THE FIELD OF

CLOTHING, TEXTILES, AND

HOME FURNISHINGS SERVICES

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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Vocational Home Economics
Vocational Division
State Department of Education
Montgomery, Alabama

MEMORANDUM

TO: The ERIC Clearinghouse on Vocational and Technical Education
The Ohio State University
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FROM: (Person) Ruth Stovall (Agency) State Department of Education

(Address) State Dept. of Education, Montgomery, Alabama

DATE: December 19, 1967

RE: (Author, Title, Publisher, Date) Outline for a Preparatory Course in Occupational Home Economics in the field of Clothing, Textiles, and Home Furnishing Services Home Economics Service, Vocational Division, State Dept. of Ed., Montgomery, Ala.

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Student Selection Criteria None
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OVERVIEW OF THE PREPARATORY COURSE IN OCCUPATIONAL HOME ECONOMICS IN THE FIELD OF CLOTHING, TEXTILES AND HOME FURNISHINGS SERVICES

Purposes of the Course

The Preparatory Course in Occupational Home Economics in the Field of Clothing, Textiles and Home Furnishings Services is designed to help pupils to:

- Become acquainted with the role, structure and scope of the field in the world of work.
- Gain an understanding of the nature of the occupational expectations of the jobs and the employment opportunities in the field.
- Acquire basic knowledge involved in occupations in the field.
- Understand the skills included in the field and acquire skill in basic construction processes.
- Develop the personal qualities which contribute to success in the world of work with particular focus on the field of Clothing, Textiles and Home Furnishings Services.

Who May Enroll

The course is designed for high school students who have an occupational interest and/or objective in the field of Clothing, Textiles and Home Furnishings Services. Foundation courses in Basic Home Economics and Advanced Home Economics or Basic Preparatory and Advanced Preparatory are recommended as pre-requisites to this course for high school pupils whenever this is possible. In some schools only Basic Home Economics or Basic Preparatory Home Economics may be required as pre-requisites. This course may be offered without pre-requisites to pupils who have specified occupational objectives in this field.

Planning the Course

The outline for the course has been developed with built-in flexibility to enable the teacher to plan the course in keeping with the training, experiences and occupational objectives of the pupils enrolled.

Use of State Course of Study as a Reference

The basic knowledge and skills in clothing, textiles and home furnishings have been identified in the Home Economics Course of Study for Alabama High Schools. References to the Course of Study have been indicated in this course outline. Many of the learning experiences suggested in the Course of Study are also appropriate for this occupational course.

CONCEPT: THE FIELD OF CLOTHING, TEXTILES, AND HOME FURNISHINGS SERVICES

OBJECTIVES: To help pupils to:

I. **Understand the contributions of the field of clothing, textiles, and home furnishings services to the well-being of people,**

II. **Understand the role, structure, and scope of the field of clothing, textiles, and home furnishings services in the world of work.**

III. **Understand the nature of the occupations in the field of clothing, textiles, and home furnishings services.**

IV. **To recognize the scientific and creative aspects of the field of clothing, textiles and home furnishings services.**

V. **Develop some understanding of management processes involved in the field of clothing, textiles, and home furnishings services.**

OUTLINE OF CONTENT

I. CONTRIBUTIONS OF THE FIELD OF CLOTHING, TEXTILES, AND HOME FURNISHINGS SERVICES TO THE WELL-BEING OF PEOPLE

A. The influence of clothing and housing on people

1. **Influences of clothing on people (Home Economics Course of Study In Alabama High Schools, pp. 54-66 and 87-90)**

   - **Ways clothing may enhance and defend the self**
   - **First impressions created by clothing**
   - **Influences of clothing on behavior**
   - **How roles are revealed by clothing**
   - **Identification of values through clothing**
   - **Ways in which clothing reveals one's self-image**
   - **How clothing may serve as a medium for artistic perception, expression and experiences**

2. **Influences of housing on people (Home Economics Course of Study In Alabama High Schools, pp. 332-335)**

   - **Housing as a setting for the development of individuals and families**
   - **How the provision for the day-to-day activities of the household affects family life**
   - **Influences of housing space and its organization on people**
   - **Influence of beauty in the home on the activities and relationships of the family**
   - **Effect of charzcteristics of environment on well-being of families**
   - **Relationship of storage facilities to simplicity or complication of living**
   - **Relationship of safety in housing to safety of people**

B. Contribution of the field of clothing, textiles, and home furnishings services to the well-being of people

1. Identification of the services to people

- Mass production and distribution of a variety of clothing and home furnishings in keeping with the varying needs, wants, and income of people
- Provision of dry cleaning, laundry, and up-keep services to keep clothing and furnishings in condition
- Provision of jobs through which money may be earned to buy clothing, furnishings and to meet other individual and family needs

2. Influences of people on the success of clothing, textiles, and home furnishings business and industry

- Influence of customer satisfaction on volume and quality
- Influence of customer demand on kind and quality of services and goods provided

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II. STRUCTURE, ROLE, AND SCOPE OF THE FIELD OF CLOTHING, TEXTILES, AND HOME FURNISHINGS SERVICES IN THE WORLD OF WORK

A. Role of clothing, textiles, and home furnishings in the world of work

1. Contributions to the economy

2. Provision of jobs

3. Services to individuals and families.

B. Structure and scope of clothing, textiles and home furnishings field

1. Industries that manufacture apparel and home furnishings such as:

- Shirts
- Lingerie
- Men's Trousers
- Blouses
- Athletic Uniforms
- Pajamas
- Children's Clothing
- Sports Clothing
- Work Clothing
- Hosiery
- Gloves
- Collars
- Curtains and Draperies
- Slip Covers
- Towels, sheets, and pillow cases
- Rugs and Carpeting
- Blankets
- Bedspreads and Coverlets
- Furniture
- Mattresses
- Accessories (Lamps, Ceramics, Appliances)

2. Textile Industries

- Woven Fabrics
- Knitting Fabrics
- Yarn and Thread
- Synthetic Fibers

3. Establishments that distribute clothing, textiles, and home furnishings

   - Wholesale Trade Establishments
   - Retail Trade Establishments

4. Establishments that maintain clothing, textiles, and home furnishings and/or provide special services

   - Laundries
   - Dry Cleaners
   - Sewing Centers
   - Shoe Shops
   - Millinery Shops
   - Tailors
   - Department Stores
   - Apparel Shops
   - Upholsterers
   - Renovating and Refinishing Shops
   - Interior Decorator

5. Self-employment

C. Development and expansion of clothing, textiles, and home furnishings services in local community

1. Number and kind of establishments in operation

2. Services rendered

3. Growth or decline of the clothing, textiles, and home furnishings service establishments in the community

4. Future prospects

D. Employment possibilities in the field of clothing, textiles and home furnishings

1. Identification of job clusters in the clothing, textiles, and home furnishings field. (Refer to Summary of Survey Information on a specific occupation or job clusters.)

   a. Clothing and Textiles

      . Apparel manufacturing

         (1) Types of jobs (Sewing Machine Operator)
         (2) Job opportunities
         (3) Advancement opportunities
         (4) Major duties of the worker
         (5) Knowledge, skills, and abilities required of the worker
         (6) Personal qualities, education, and health requirements of the worker
         (7) Salary range
         (8) Working conditions
         (9) Fringe benefits

      . Clothing construction and alteration

         (1) Types of jobs (Seamstress and Alterer)
         (2) Job opportunities
         (3) Advancement opportunities

(4) Major duties of the worker
(5) Knowledge, skills, and abilities required of the worker
(6) Personal qualities, education, and health requirements of the worker
(7) Salary or income range
(8) Working conditions
(9) Fringe benefits

. Dry Cleaning and Laundering

(1) Types of jobs
(2) Job opportunities
(3) Advancement opportunities
(4) Major duties of the worker
(5) Knowledge, skills, and abilities required of the worker
(6) Personal qualities, education, and health requirements of the worker
(7) Salary range
(8) Working conditions
(9) Fringe benefits

. Textile Manufacturing

(1) Types of jobs
(2) Job opportunities
(3) Advancement opportunities
(4) Major duties of the worker
(5) Knowledge, skills, and abilities required of the worker
(6) Personal qualities, education, and health requirements of the worker
(7) Salary range
(8) Working conditions
(9) Fringe benefits

b. Home Furnishings

. Furniture Finishing

(1) Types of jobs
(2) Job opportunities
(3) Advancement opportunities
(4) Major duties of the worker
(5) Knowledge, skills, and abilities required of the worker
(6) Personal qualities, education, and health requirements of the worker
(7) Salary range
(8) Working conditions
(9) Fringe benefits

. Home Furnishings Manufacturing

(1) Kinds of plants (factories)
(2) Types of jobs
(3) Job opportunities
(4) Advancement opportunities
(5) Major duties of the worker
(6) Knowledge, skills, and abilities required of the worker
(7) Personal qualities, education, and health requirements of the worker

(8) Salary range
(9) Working conditions
(10) Fringe benefits

. Floral Designing

(1) Types of Jobs
(2) Job opportunities
(3) Advancement opportunities
(4) Major duties of the worker
(5) Knowledge, skills, and abilities required of the worker
(6) Personal qualities, education, and health requirements of the worker
(7) Salary range
(8) Working conditions
(9) Fringe benefits

2. Identification of professional career possibilities in the clothing, textiles, and home furnishings field

. Designer
. Buyer
. Interior Decorator
. Teacher (secondary and college)
. Technician
. Editor
. Researcher
. Extension Specialist

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III. NATURE OF THE OCCUPATIONS IN THE FIELD OF CLOTHING, TEXTILES, AND HOME FURNISHINGS SERVICES

A. Categories of occupations in the clothing, textiles, and home furnishings industry

. Managers, supervisors, buyers and workers in department stores and apparel shops
. Managers, buyers, designers, supervisors, seamstresses and workers in interior decorating shops and department stores
. Managers, designers, supervisors, inspectors, technicians and other workers in textile mills
. Managers, supervisors, inspectors, sewing machine operators and other workers in garment factories
. Managers, buyers, designers, supervisors, inspectors, seamstresses and other workers in slip cover, draperies, upholstery factories or shops
. Seamstress and alterer
. Managers, inspectors and other workers in tailoring shops
. Managers, inspectors, specialty seamstresses, and other workers in laundry and dry cleaning establishments
. Managers, buyers, and workers in renovating and refinishing shops
. Managers and other workers in shoe shops
. Managers, designers, buyers and other workers in millinery shops

B. Nature of work involved in clothing, textiles, and home furnishings service occupations

1. Managerial aspects

2. Scientific aspects

3. Creative aspects

4. Psychological aspects

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IV. SCIENTIFIC AND CREATIVE ASPECTS OF THE FIELD OF CLOTHING, TEXTILES, AND HOME FURNISHINGS SERVICES

A. Ways in which the field of clothing, textiles, and home furnishings services involves the application of both science and art principles

1. The application of science principles to the clothing, textiles, and home furnishings field in:

, Production of natural fibers
, Manufacture of manufactured fibers (man-made)
, Processing of fiber into thread
, Processes in making fabrics
, Fabric dyeing and finishings
, Textile research
, Development and use of automated equipment for the clothing and textile industry
, Processes of dry cleaning and laundry
, Manufacture of products for use in dry cleaning and laundry
, Processes in refinishing furniture

2. The application of art principles to the field of clothing, textiles, and home furnishings services

, Textile design
, Fashion design
, Interior design

B. "Tools" used in applying scientific principles in the field of clothing, textiles, and home furnishings services

, Accuracy
, Knowledge based on research findings
, Ability to follow directions

C. "Tools" used in creating designs in the field of clothing, textiles, and home furnishings services

, Knowledge
, Observation
, Inspiration
, Experimentation

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V. MANAGEMENT PROCESSES (DECISION-MAKING AND ORGANIZATION) IN THE FIELD OF CLOTHING, TEXTILES, AND HOME FURNISHINGS SERVICES

A. Management processes (decision-making and organization) in the field of clothing, textiles, and home furnishings (Refer to: Home Economics Course of Study for Alabama High Schools, pp. 250-259)

B. Influence on the decisions and organization (management processes) of businesses and industries in the field of clothing, textiles, and home furnishings services (Refer to: Home Economics Course of Study for Alabama High Schools, pp. 133-136)

1. Influence of production and distribution on consumption patterns of individuals and families

2. Relationship of methods and risk involved in production and distribution of clothing, textiles, and home furnishings to cost, quality, and availability to consumer

3. Influence of consumption patterns of individuals and families on clothing, textiles, and home furnishings industry

4. Effect of economic decisions on the welfare of society

5. World economy and the clothing, textiles, and home furnishings industry

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CONCEPT: KNOWLEDGE AND SKILLS INVOLVED IN OCCUPATIONS IN THE FIELD OF CLOTHING, TEXTILES, AND HOME FURNISHINGS SERVICES

OBJECTIVES: To help pupils to:

I. Understand the aims and elements of design and the principles of art and be able to use this understanding in relation to clothing, textiles, and home furnishings.

II. Understand the nature of textiles in relation to the field of clothing, textiles, and home furnishings services.

III. Use, care for, and store equipment involved in specific tasks in clothing, textiles, and home furnishings services.

IV. Develop skill in basic construction processes in hand sewing and machine sewing.

OUTLINE OF CONTENT

(Refer to: Home Economics Course of Study for Alabama High Schools, "Housing" and "Clothing and Textiles.")

I. ELEMENTS OF DESIGN AND PRINCIPLES OF ART

A. Understanding the aims and elements of design and the principles of art (H. E. Course of Study, pp. 26-50)

1. Aims of design

. Utilitarian (form follows function)
. Aesthetic (variety in unity)

2. Elements of design

. Line
. Shape (form)
. Texture
. Color

3. Principles of art

. Balance
. Proportion
. Emphasis
. Rhythm

B. The use of elements of design and the principles of art (H. E. Course of Study, pp. 6-66; 90-95; 340-356; 359-371; and 401-426)

1. Selection of:

. Fabrics
. Clothing
. Home furnishings
. Accessories (Home and clothing)

2. Construction of clothing and home furnishings

3. Interior design

4. Fashion design

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II. NATURE OF TEXTILES (H. E. Course of Study, pp. 148-162)

A. Significance of a knowledge of textiles

B. Fibers

1. Definition of fiber

2. Fiber classification

. Natural fibers
. Manufactured fibers (man-made)

3. Identification of fibers

4. Blends and combinations

C. Yarn

1. Definition of yarn

2. Effect of yarn on appearance, durability and texture of fabrics

3. Effect of twist on yarn

4. Types of yarn

D. Fabrics

1. Definition of fabric

2. Fabric construction - Weaving

. Warp and filling threads
. Selvage
. Grain
. Thread count
. Width of woven fabrics

3. Fabric construction - Knitting

. Filling knit
. Warp knit
. Characteristics of knit cloth

4. Fabric Construction - Interlocking of Fibers

. Felting
. Bonding (fusing)

5. Fabric Construction - Braiding

6. Fabric Construction - Netting and Lace Making

7. Dyeing fabrics

8. Printing fabrics

9. Color fastness

10. Dimensional stability

11. Shrinkage

. Swelling shrinkage
. Shrinkage in pressing or finishing
. Progressive shrinkage
. Shrinkage of bias cut fabric
. Shrinkage in fabric combinations
. Shrinkage control

12. Stretch fabrics

13. Fabric finishes including permanent press

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III. USE, CARE AND STORAGE OF EQUIPMENT

A. Use of Equipment Appropriate for specific job

1. Sewing machines and attachments

   . Automatic
   . Standard
   . Heavy Duty
   . Portable

2. Irons

   . Dry
   . Dry-steam
   . Dry-steam-spray

3. Washers and Dryers

4. Pressing equipment

   . Pressing ham
   . Sleeve roll
   . Velvet board
   . Seam roll
   . Pressing cloths
   . Iron rest
   . Ironing boards
   . Edge and point presser
   . Sleeve board
   . Pressing mitt
   . Pounding block

5. Small Sewing Equipment

   . Cutting shears
   . Trimming or thread scissors
   . Pinking shears
   . Ripping scissors
   . Tracing wheels
   . Tracing paper
   . Tailor's chalk
   . Transparent dressmaker's ruler
   . Gauges
   . Automatic hem gauge
   . Needle cushion
   . Wrist pin cushion
   . Needles
   . Tape measure
   . Pins
   . Thimbles

B. Safety in Use of Equipment

C. Relation of body positions to fatigue and work efficiency in the use, care and storage of equipment.

D. Care of Equipment

1. Relation of equipment care to production, quality of workmanship and frequency of repair or replacement

2. Following instructions in care of equipment

3. Knowledge of safety code in care of equipment

E. Storage of equipment

1. Designing storage according to items to be stored

2. Location of storage to provide accessibility

3. Providing for flexibility in storing such as: Adjustable shelves and removable drawer dividers, etc.

4. Labeling equipment and storage location to permit return of equipment to the right place

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IV. BASIC CONSTRUCTION PROCESSES IN HAND SEWING AND MACHINE SEWING

A. Processes in hand sewing

1. Preparation for hand sewing

- Clean hands
- Choice of thread in keeping with the fabric and job to be done
- Choice of thimble which fits without a feeling of tightness or looseness
- Selection of a place to work which provides light and a work area large enough to spread out the garment or article
- Assembly of equipment and supplies to be used

2. Choice of stitches in relation to function

a. Stitches for either basting or permanent use

- Running stitch
- Back stitch
- Combination stitch
- Overcasting
- Overhanding
- Hemming or whipping
- Running hem or vertical hemming
- Slip stitch
- Buttonhole stitch

b. Decorative stitches

- Blanket stitch
- Feather or brier stitch
- Cross stitch
- Chain stitch
- Lazy stitch
- French knot
- Long and short stitch
- Satin stitch
- Hemstitch

B. Processes in machine sewing

1. Operation and care of the sewing machine

2. Use of sewing machine attachments

3. Safety practices

4. Directional stitching

5. Understitching

6. Clean finishing

7. Lock stitching

8. Baste stitching

9. Decorative stitches

10. Buttonholes

11. Sewing on buttons

C. Construction processes using machine and/or hand sewing

1. Seams and seam finishes

2. Darts, tucks, gathers

3. Facing (fitted and bias)

4. Collars

5. Skirt band

6. Joining skirt and bodice

7. Belts

8. Plackets and zippers

9. Buttonholes (worked and bound buttonholes)

10. Sewing on buttons

11. Interfacings

12. Linings

13. Pleats

14. Bindings

15. Setting in sleeves

16. Gussets

17. Cuffs

18. Pockets

19. Skirt Drum and Underlay

20. Trimming details

21. Tailoring techniques

22. Problems with special fabrics

CONCEPT: THE WAGE EARNER IN THE WORLD OF WORK (IN THE FIELD OF CLOTHING, TEXTILES AND HOME FURNISHINGS SERVICES)

OBJECTIVES: To help pupils to:

I. Recognize and cultivate the personal qualities which contribute to success in the field of clothing, textiles and home furnishings services.

II. Develop some understanding of customer relationships, employer-employee relations in the field of clothing, textiles and home furnishings services.

III. Develop some ability to manage time, money, energy and properties as a wage earner.

IV. Understand purposes of trade and professional organization and ethical practices in the occupations in the field of clothing, textiles and home furnishings services.

V. Understand employment policies in the field of clothing, textiles and home furnishings services.

OUTLINE OF CONTENT

(Refer to: Home Economics Course of Study for Alabama High Schools. "Human Development and the Family," and Personal Development and Management, A Course for Occupational Education in Home Economics for Alabama High Schools, "Self Analysis in Relation to Employment Capabilities" and "Development of Personal Qualities Which Contribute to Employability."

I. PERSONAL QUALITIES WHICH CONTRIBUTE TO SUCCESS IN THE FIELD OF CLOTHING, TEXTILES AND HOME FURNISHINGS

A. Personal Qualities which constitute the "self"

B. Identification of personal qualities which contribute to success in the field of clothing, textiles and home furnishings services

1. Personal factors affecting decision to work in the field of clothing, textiles and home furnishings services

2. Personality factors in getting and keeping a job in the field of clothing, textiles and home furnishings services

a. Character traits
b. Knowledge and skills in getting along with others
c. Attitude toward work

3. Physical factors in getting and keeping a job in the field of clothing, textiles and home furnishings services

   a. Health factors
   b. Personal appearances and grooming

4. Ability to perform in keeping with expectations of the job

   a. Knowledge and skills required
   b. Ability to progress on the job

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II. HUMAN RELATIONS IN THE WORLD OF WORK

A. Ethical Practices

1. Observing rules and regulations of the office (tardiness, vacations, lunch hours, etc.)

2. Respect for rank

3. Channels of authority

4. Conduct in relation to established procedures

B. Working as a member of the team

1. Respect for the property and privacy of others

2. Maintenance of friendly but not familiar relationships

3. Putting the company's interest ahead of one's private life during business hours

4. Showing consideration, deference, thoughtfulness, kindness and loyalty

C. Employer-employee relations

1. Learning to understand and respect the problems, pressures and responsibilities of one's boss

2. Use of correct titles

3. Following instructions and carrying out the employer's expectations

4. Respect for the employer's time

   . Avoidance of bothering him with minor details
   . Organization of questions and problems to be discussed so as to save time

5. Respect for the employer's moods

6. Developing and maintaining loyalty

. Keeping business information confidential
. Working for the best interests of the company

D. Employee-customer relationships

1. Exercising the Golden Rule

2. Maintaining the integrity of the company

3. Communications

4. Responsible behavior

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III. MANAGEMENT OF TIME, ENERGY AND PROPERTIES OF THE WAGE EARNER

A. Management of time, energy, properties and money

1. Management of time, energy and properties (Refer to Home Economics Course of Study for Alabama High Schools, pp. 275-278)

a. Considerations related to time use
b. Time Management -- a tool for achievement
c. Time and activity plans -- means of management
d. "Management Goals" of time and energy plans
e. Guides in making a Time and Activity Plan
f. Planning work and leisure time activities
g. Consideration in energy management
h. Fatigue
i. Forms of fatigue
j. Effect of motivation on energy
k. Effect of rest periods on energy
l. Planning means of energy management

2. Money Management (Refer to Home Economics Course of Study for Alabama High Schools, pp. 263-267)

a. Concepts of money
b. Money -- a resource
c. Sources of income of youth
d. Abilities -- real income
e. Care of properties -- real income
f. Influence of fun-time activities on money use
g. Origin of habits of management
h. Ways to begin one's money management
i. Buymanship -- a financial resource
j. Planned spending -- thought spending
k. Influences of information on choices
l. Advertisements -- information for the shopper
m. Label -- information for the shopper
n. Salespeople -- sources of information
o. Publishes materials -- source of information

p. Factors influencing when to shop (Time, season and sales)
q. Comparing prices and products as a basis for choices

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IV. TRADE AND PROFESSIONAL ORGANIZATIONS, PUBLICATIONS AND ETHICAL PRACTICES IN THE FIELD OF CLOTHING, TEXTILES AND HOME FURNISHINGS SERVICES

A. Purposes of trade and professional organizations of the Clothing, Textiles and Home Furnishings Service Field

1. Alabama Textile Manufacture Association

2. American Association of Textiles, Chemists and Colorists

3. American Home Laundry Manufactures' Association

4. American Institute of Interior Designers

5. American Laundry Institute

6. National Cotton Council of America

7. National Dry Cleaning Institute

8. American Apparel Manufacturing Association

9. American Home Economics Association

10. American Vocational Association

B. Publications of trade and professional organizations in the Clothing, Textiles and Home Furnishings Service Field

C. Ethical practices of occupations in clothing, textiles, and home furnishings service field.

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V. PERSONNEL MANAGEMENT AND EMPLOYMENT POLICIES

A. Personnel Management

1. Selection, training and supervision of employees

2. Sources of employees

. Applications
. Newspaper advertisements
. Employment agencies

3. Opportunities for advancement

. Salary increases
. Promotions and transfers

B. Employment Policies

1. Salary schedules
2. Fringe benefits
3. Age limitations
4. Seasonal lay-off
5. Vacations
6. Hours and schedules of work
7. Sick leave
8. Security in employment (job tenure)
9. Clothing requirements
10. Insurance
11. Workman's compensation
12. Retirement plans
13. Personal conduct and obligations
14. Health and safety of employees
15. Methods of checking in and out
16. Withholding tax and social security laws affecting the employees
17. Probationary provisions

C. Membership in professional or labor organizations

1. Employer-Employee expectations
2. Nature of organizations

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SOME SUGGESTED REFERENCES FOR THE PREPARATORY COURSE IN OCCUPATIONAL HOME ECONOMICS IN THE FIELD OF CLOTHING, TEXTILES AND HOME FURNISHINGS SERVICES

Books

Alabama State Chamber of Commerce, 468 S. Perry Street, Montgomery. Industrial Alabama, A Directory of Manufacturers, September 1965 (5.00)

Beitler, Ethel Jane; and Lockhart, Bell C. Design For You. New York, New York, John Wiley and Sons, Inc., 1964

Bishop, Edna Bryte and Arch, Marjorie Stotler, The Bishop Method Of Clothing Construction, Revised edition. Philadelphia, Pennsylvania: J. B. Lippincott Company, 1966.

Craig, Hazel Thompson and Rush, Ola Day, Homes With Character. Boston, Massachusetts: D. C. Heath and Company, 1966.

Lewis, Doris S., Burnes, Jean O., Segner, Esther F. Housing and Home Management. New York: The Macmillian Company, 1961.

Ryan, Mary Shaw. A Study in Human Behavior. New York: Holt, Rinehart and Winston, Inc., 1966. ($3.80)

Bulletins

American Home Economics Association, 1600 Twentieth Street, Northwest, Washington, D. C. 20009. Textile Handbook, Revised Edition. 1963 ($1.25)

The Birmingham News, Sunday, August 22, 1965. Alabama Young Industrial Giant.

Consolidated Trimming Corporation, 27 West 23rd Street, New York City. 1,001 Decorating Ideas. (50¢)

Consumer Education Division, Kroehler Manufacturing Company, 666 North Lake Shore Drive, Chicago, Illinois. Pocketbook Guide To Furniture Buying. (25¢)

Extension Publication, New York State College of Home Economics, Cornell University, Ithaca, New York. The Voice of Clothing. December, 1965. (5¢ each)

The Hearst Corporation, 959 Eighth Avenue, New York, New York, 10019. The Good Housekeeping Furniture Chart, 1962

The Hearst Corporation, 959 Eighth Avenue, New York, New York, 10019. How To Make Slipcovers, 1963. (30¢)

Iowa State University of Science and Technology, Cooperative Extension Service, Ames, Iowa. How to Choose and Apply Wood Finishes, 1962.

J. C. Penny Company, Inc., Educational Relations, 1301 Avenue of the Americas, New York, New York. 10019.
Consumer Buying Guides
Men's Dress Shirts
Hosiery
Men's and Boys' Sport Coats
Selecting Fabrics For Garments
Swimwear
Sweaters
Slips
Foundation Garments for Teens
Gloves
Shoes
Young Men's Slacks

Kirsch Company, Sturgis, Michigan. Guide To Window Beauty. (25¢) One copy free to Teachers.

The Seng Company, 1450 North Dayton Street, Chicago, Illinois, 60622.
Furniture Facts.

Singer Sewing Centers, Variety and Department Stores.
101 - How to Make Curtains (25¢)
102 - How to make Draperies (25¢)
103 - How to Make Valances (25¢)
104 - How to Make Bedspreads (25¢)
113 - How to Make Slip Covers (25¢)
114 - How to Make Cafe Curtains (25¢)
120 - How to Make Cushions, Pillows, and Bolsters (25¢)

Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402. Home and Garden Bulletin No. 107. Clothing Repairs. October 1965. (25¢)

Superintendent of Documents, U. S. Government Printing Office, Washington, D. C., 20402. Bulletin No. 1375-88. Employment Outlook in the Apparel Industry, 1964. (10¢)

Filmstrips

J. C. Penny Company, Inc., Educational Relations, 1301 Avenue of The Americas, New York, New York. 10019.
The Importance of Clothing Selection ($3.50)
How To Select Fabrics for Garments ($3.00)
Understanding Today's Textiles ($5.00)
Fashion Sewing the Bishop Way ($10.00)
Tailoring the Bishop Way ($10.00)